

Password Changes

To view updated information and cancel any edits made since you last Saved, click on **Actions > Reload** in the Workforce Central workspace. Do **NOT** click on the reload button on the browser toolbar.

Changing your Password

Change Password - Microsoft Internet Explorer

Change Password

User Name HQ_P657F16

Old Password

New Password

Verify Password

- To change your password, click on the Change Password link in the upper left corner of the screen.
- The Change Password box will appear.
- Enter your old password.
- Passwords must be eight characters in length and are case sensitive.
- Enter your new password and then enter it a second time in the Verify Password box.
- Click **Change Password Now**.